

## Indiana Department of Education

# The Brown Box to Bulk Bulletin

2018 Spring/Summer Edition

Please remember to regularly monitor your bulk pounds balances with our commodity management companies, [K12Foodservice](#) and [ProcessorLink](#).

State contracted warehouses end deliveries to RAs for SY 2017-18 on or before June 30, 2018. Please check the Food Distribution green puzzle piece in CNPweb, under the orders tab, to verify the date of your last delivery period.

USDA has cancelled all raisin orders for the 2018-19 school year. Since, the cancellation will offset the rising prices of canned and frozen fruit entitlement will remain the same.

### What is the IDOE Food Distribution Program (FDP)?

A program administered through the IDOE for eligible institutions to receive entitlement dollars to purchase food from the United States Department of Agriculture (USDA). These foods are USDA Foods (aka commodities), can be used within the National School Lunch Program (NSLP), Summer Food Service Program (SFSP) and After School Snack Program (ASSP). To learn more about FDP, please visit <http://www.doe.in.gov/nutrition/food-distribution-program>.

### Indiana Food Distribution Program: Excessive Storage Charges

**Effective October 1, 2018, the state will again charge excess storage fees for USDA foods left in the warehouse beyond the item's Expiration Date.** Charging for excess storage fees is not a new concept. We charged this fee for many years. These charges were stopped about two years ago because of technical difficulties with our web portal. We have made the necessary programming updates and are now able to accurately make these charges again.

Charges will be based on the following table, which represent our average actual contract costs for the current year:

<b>Dry Storage</b>	<b>\$ .80</b>	Monthly, Per Case
<b>Cooler Storage</b>	<b>\$ .88</b>	Monthly, Per Case
<b>Freezer Storage</b>	<b>\$ 1.07</b>	Monthly, Per Case

Please note that every case of commodities that you receive has "free" storage for approximately 45 days beyond the date that it is placed in your inventory. Since our annual survey allows you to request commodities AS THEY ARE NEEDED, this should in most cases allow you to order the commodity for delivery by the Expiration Date and avoid, or at least minimize, excess storage fees.

The information necessary to avoid these charges is conveniently available both on the original Allocation Notice, and again on the Inventory Tab as in the examples below:  
(From Allocation Notice)

## Upcoming 2018 Events

Click [here](#) to check out our upcoming trainings.

## Timeline

### May - June

RAs should remove all inventory from their state contracted warehouse.

### June

Summer Food Service Program (SFSP) Commodities are placed into RA inventory.

State contracted warehouse deliveries end for the school year.

### July

IDOE does End of Year Reconciliation

## Allocation Form

Recipient: **Indianapolis Community Schools**  
 Address: **1000 N. 10th St.**

Allocation Id: **SVY107453**  
 ProgramYear: **2018**  
 Program: **NSLP**  
 Region: **2**

Warehouse: **Edgemoor Foods Company**

Allocation Date	Last Acceptance Date	Expiration Date	Close Date
4/13/2018	4/12/2018	5/31/2018	9/30/2018

Code	Description	PAL Value	Alloc Qty	Accept Qty	Avail Qty	Admin Fee	Proc Fee	Total Fees
<b>Entitlement Commodities</b>								
100241	Peaches Cup 4.4 (A416) Size: 96/4.4 OZ CUP Storage: Freezer	45.39	20	20	20	2.95	0.00	59.00
100212	Fruit, Mixed 10 (A470) Size: 6/#10 CAN Storage: Dry	24.43	10	10	0	2.95	0.00	29.50
<b>Total Commodities</b>		<b>1,152.10</b>		<b>30</b>				<b>88.50</b>
<b>Total All Commodities</b>		<b>\$1,152.10</b>		<b>30</b>				<b>\$88.50</b>

Cancel

(From Inventory Tab)

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### Recipient Agency Summary

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
<b>Recipient Agency Inventory</b>			<b>* (multiple Expire and/or Close Dates)</b>			
	Code	Description	Pack Size	Avail Qty	Expire Date	Close Date
+	100241	Peaches Cup 4.4 (A416)	96/4.4 OZ CUP	20	09/30/2018	10/30/2018
+	100256	Strawberry Cup 4.5 (A417)	96/4.5 OZ CUP	10	09/30/2018	10/30/2018
+	100158	Beef, Fine Grind (A608)	40 LB CTN	*	09/30/2018	10/30/2018

↑ Top of Form

As many of you are aware, our system has a built in charge of \$2.95/case which covers, the initial 45 days (approximate) of storage, handling charges, and the eventual delivery to your sites. Many of you do not actually have to pay these charges however, because returning Recipient Agencies start out the year with an Invoice Credit. Essentially a prepayment on future charges we will make against you. These funds come from another federal source of funds. We are happy that we are able to do this again for the upcoming 2018-2019 school year.

It has NEVER been our intent to support excessive storage charges with this invoice credit, since some schools remove their commodities quickly, and other schools leave the items at the warehouse for extended periods of time. It is a choice you make, based on available local storage options, but your decision should be informed by the fact that those who do leave commodities will have to pay a fee.

**These excessive storage fees will be deducted from your Monthly School Lunch Reimbursement payment on a periodic basis, even if you still have a remaining Invoice Credit. The credit is used only for the base 2.95/case charge.**

**Over the summer we will be notifying you of enhancements to the displaying of inventory information within CNPweb. Then enhancements will help you to proactively identify items with expired, or near expired dates. This will allow you to effectively manage your inventory and avoid excess storage charges.**

Please do not hesitate to contact our office if you have questions.

## USDA Department of Defense (DoD) Fresh Program

The IDOE selected two schools to participate in the 2018 Summer Food Service Program (SFSP) DoD Fresh Fruit and Vegetable pilot.

### Your Students are Eating What????

In this section, we would like to showcase *your* unique ideas and recipes using USDA Foods. Please email Cheryl Moore at [cmoore@doe.in.gov](mailto:cmoore@doe.in.gov) to submit your ideas.



## **Beef Taco Pie**

**Makes:** 50 or 100 Servings

This recipe contains USDA Foods and is a delicious, nutritious way to get students to try new dishes. Please click [here](#) to view the full recipe.

This current recipe is from the **USDA What's Cooking website**. Other recipes containing USDA Foods can be found [here](#).

### Did You Know?

Managing USDA Foods (commodities) is one component of your procurement review. Recipient agencies must maintain unused direct delivery (brown box) and unused direct diversion (bulk product) processor inventories at a level of six months or less in order to meet USDA's six month rule. In addition, value pass-through methods such as net off invoice (NOI), rebates, and fee for service (FFS) must be used for products at a processor (i.e. Tyson Foods) and must be identified in the processing contract. The value pass-through method used must match what was included in the recipient agency's solicitation. Schools must review invoices to ensure they are receiving the appropriate credits and monitoring the processor balances to ensure the drawdown of pounds matches their ordering activity. Failure to comply may result in findings during your procurement review.

## **Always Remember To:**

Have staff available to receive USDA Foods orders.

Check expire and close dates on the inventory tab in CNPweb.

Place an order of 10 cases or more to avoid drop fees.

Check with [ProcessorLink.com](http://ProcessorLink.com) and [K12Foodservice.com](http://K12Foodservice.com) monthly to verify your raw/bulk product balances. Also, double check both sites to ensure product has not been previously diverted to a processor by food service staff. There may be product available in your school's account.

### Definitions and Acronyms

**ACDA** – American Commodity Distribution Association

**ASSP** – After School Snack Program

**DoD** – Department of Defense

## IDOE (FDP) Contacts

**Cheryl Moore, FDP Specialist  
(Brown Box, SFSP Commodities,  
USDA DoD Fresh Program)**

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Phone: 317-234-2516

**Linda Smith, FDP Specialist  
(Raw/Bulk Products/Pounds)**

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Phone: 317-232-0859

## USDA FOODS Resources

[IDOE Food Distribution Program](#)

[USDA Foods Distribution Programs](#)

[ACDA's RA Processing Handbook](#)

### 2017-18 State of Indiana Holidays

**Independence Day**, July 4, 2018

**Labor Day**, September 3, 2018

**Columbus Day**, October 8, 2018

**\*\*State Offices are closed in observance of the above holidays.**

**FDP** - Food Distribution Program

**IDOE** – Indiana Department of Education

**NSLP** – National School Lunch Program

**RA** – Recipient Agency

**SBP** – School Breakfast Program

**SFSP** – School Food Service Program

**SY** – School Year

**USDA** – United States Department of Agriculture

[ACDA's RA Processing Handbook](#)